



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date April 10, 1973	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 99-117-100		Date Received MAY 8 1973	Application No. 73-338
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Markets & Commodity Promotion Division-Markets and 19 Hunter Street, S.W. Warehouse Unit Atlanta, Georgia 30334		4. Person to Contact Emory Brinson	Date Completed MAY 15 1973
		5. Working Title Div. Director	6. Tel. No. 656-3680

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1969 TO DATE

9. Exact Series Title
WHOLESALE PRODUCTS DEALER FILES

10. What is the function of the office in which this record series is created?

The Markets and Commodity Promotion Division provides services to improve marketing of A agriculture products, to find new outlets and uses for products, and to help promote Georgia products both nationally and internationally. It regulates the warehouse storage facilities for agriculture products and inspects products for quality and quantity.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to leasing ^{of} space by wholesalers of farm products ~~dealers~~ at State Farmers Markets.

Document are: Application (no number) gives name & address of company requesting leasing space.

Lease Form (no number) sets forth the agreement between the Georgia Department of Agriculture and person leasing the space.

File is arranged alphabetically by owner.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1	1		1/4	1/4
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	1	1
				1	1
				1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ~~CALENDAR YEAR~~ ☐ [] FISCAL YEAR ☐ [] OTHER See below, then:

- ☒ [x] Hold in the current files area 1 month(s) / 1 year(s):
☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
☒ [x] Destroy
☐ [] Transfer to State Archives for permanent retention.
☐ [] Destroy immediately after cut-off.
☒ [x] Other: (Specify)

Upon termination of lease place all papers in the inactive files, cut off the inactive files at the end of each calendar year; then hold in current files area 1 year; then destroy. NOTE: Leases are executed for a period of 12 consecutive calendar months. MEMO FOR THE RECORD: 14 May 1973 This application altered at item 25 at request of Agency RMO by the undersigned. *W. G. Kees*

W. G. Kees

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ellis D. Sikis</i>	Date 3/10/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Ellis D. Sikis</i>	3/10/73
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Nelson</i>	5-15-73
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Kirk</i>	5-7-73
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Robert J. Well</i>	5-15-73

STATE RECORDS
COMMITTEE